



## DEPARTMENT OF THE NAVY

COMMANDER  
TRAINING AIR WING FIVE  
7480 USS ENTERPRISE STREET SUITE 205  
MILTON, FLORIDA 32570-6017

IN REPLY REFER TO:

COMTRAWINGFIVEINST 12100.1F

Code N02S

29 Aug 16

### COMTRAWINGFIVE INSTRUCTION 12100.1F

Subj: DEPARTMENT OF THE NAVY (DON) CIVILIAN HUMAN RESOURCES MANUAL

Ref: (a) DON Civilian Human Resources Manual

1. Purpose. To promulgate a directive which adopts the policies, procedures, and guidance set forth in reference (a).

2. Cancellation. COMTRAWINGFIVEINST 12100.1E

3. Background. Human Resources Office San Diego is responsible for servicing Commander, Training Air Wing FIVE. For the purposes of standardization and to decrease the number of separate command instructions pertinent to civilian personnel management, the DON Civilian Human Resources Manual will be utilized to process civilian personnel actions.

4. Action.

a. Training Air Wing FIVE and all subordinate squadrons will use reference (a) as the primary source of reference for all civilian personnel actions.

b. An electronic copy may be viewed at the web site below:

<http://www.dtic.mil/whs/directives/corres/pdf/140025m.pdf>

c. All personnel requiring civilian personnel information should contact the servicing Employee Relations Specialist for guidance and adherence to reference (a). The servicing Employee Relations Specialist is Rebecca Sousa; she can be reached at (361) 961-1781.

5. Delegation of Authority. Per reference (a), authority is hereby delegated:

a. To first level supervisors to issue a Letter of Reprimand or to propose grievable adverse actions (suspension of fourteen days or less); to Department Heads/Special Assistants to effect grievable adverse actions and to propose appealable adverse actions (suspensions of more than

fourteen days, reduction in grade or pay, or removal); and to the CSO/XO to effect appealable adverse actions. In cases where the Department Head or Executive Officer is the first level supervisor, the next higher level of supervision will effect the action (Article 752 of reference (a)).



M. T. MURRAY

Distribution:

COMTRAWINGFIVEINST 5216.1U

Lists II (a-e, j, k, m-t)